



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: November 10, 2020

Agenda Item Wording: **Approval of Payment of 90.75 hours of Compensatory Time Earned in Fiscal Year 2020 to Kelly Schmidt, Parks & Community Services Director.**

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: Parks & Community Services Director Kelly Schmidt's total comp time earned for Fiscal Year 2020 was 290.75 hours. 100 comp hours have rolled over to Fiscal Year 2021 and Kelly has been paid for 100 comp time hours in accordance with the City's Personnel Manual. There is a balance of 90.75 hours that did not roll over and I recommend the City Council approve payment for this comp time earned.

Although some of Kelly's comp time earned last year can be considered routine work, this past year has had extraordinary circumstances with COVID, project submittals to the Hays County Parks and Open Space Commission, and staffing changes that required Kelly to put in a lot of hours at DSRP, resulting in earned comp time.

Kelly's comp time hours earned for nonroutine items total 201.5 hours. I recommend paying Kelly for 90.75 hours which are attributable to the following: responding and planning for COVID issues; preparing application submittals, giving presentations, and attending Hays County Parks & Open Space Commission meetings; onboarding and training new staff; and attending special events.

All comp time earned by employees is required to be approved by the supervisor. Kelly always reported to Michelle Fischer when she had work to do that would result in comp time and have her approve it. It is expected in the future that much less comp time will be necessary based on current staffing, projects, and the needs of the Parks and Community Services Department. Kelly is expected to manage her workload in a way that avoids comp time as much as possible.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Approve payment of 90.75 hours of comp time for Kelly Schmidt.

Attachments:

A detailed spreadsheet of Kelly Schmidt's comp time earned are on file.

Next Steps/Schedule:

If approved, notify City Treasurer and Kelly Schmidt.